



As we look into the New Year we have a great opportunity to increase our resolve to prepare ourselves, our communities and our businesses for the disasters and active threats and operational disruptions. January 16, 2017 we have the great privilege to celebrate Martin Luther King Day of Service. This is a day were most businesses take off. However we recommend "Making it a day on, not a day off." Starting in January and going through the calendar year Be Ready Business will focus on Seasonal Preparedness. During the 4 seasons BRB will provide weekly tips by email and social media. In addition each month we will provide a newsletter with more details on a variety of threats and hazards while providing link to tools and additional information to ensure your



businesses readiness. What will you and your organization be doing for others?

<https://www.nationalservice.gov/mlkday> & <https://www.serve.gov/>

As January is typically pretty changeling between the winter weather, travel and sick employees here are a few links and tips that, if followed, will provide greater safety and health for all of your employees. Last month we focused on weather and travel. This month we focus on staying healthy.

#### 1. Flu Prevention: General Prevention Tips

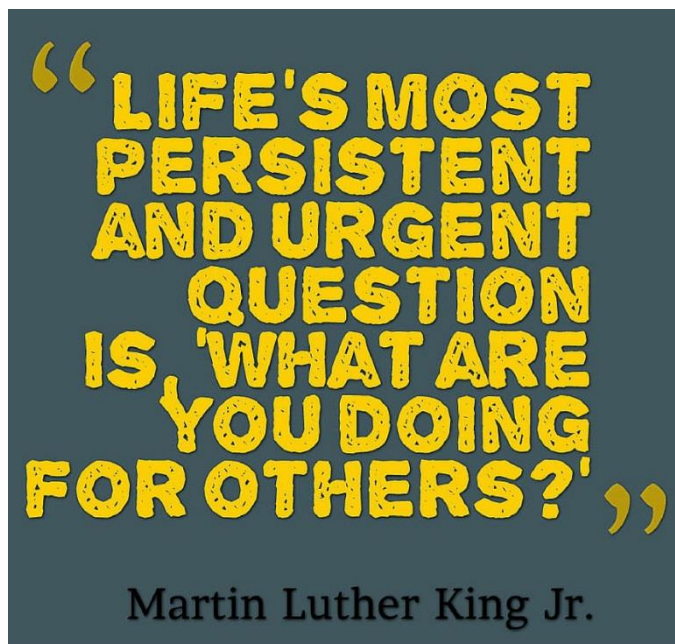
- Cover your nose and mouth with a tissue or your sleeve when you cough or sneeze.
- Wash your hands often with soap and water or use alcohol-based hand sanitizer.
- Avoid Touching your eyes, nose or mouth.
- Avoid Close contact with people who are sick.

#### 2. Flu Prevention at work – For employees

- Regularly clean and sanitize areas throughout the workplace that are often touched or used by others (i.e., door handles, conference tables, light switched, etc)
- If you are feeling ill, stay at home from work and avoid contact with others. Stay home from work until your fever has been gone for at least 24 hours without the assistance of fever reducing medication.
- Encourage colleagues to stay home from work if they are feeling ill.
- Speak with your employer now to develop an action plan in case you or a colleague get the flu, including modified work schedules, flexible hours or working from home. This plan can also be activated post disaster.

#### 3. Flu Prevention at work – For Employers

- Allow sick workers to stay home. Ensure sick leave policies are flexible. Do not require sick notes for absences or as a condition for returning to work - this could clog the health care system
- Sick employees at work should be asked to go home. Be familiar with symptoms. Promptly separate sick workers from other workers until they can go home. Inform other employees of possible exposure (but the employee's identity should remain confidential, as required by law)
- Improve hand hygiene. Instruct employees to wash hands regularly with soap and water or alcohol-based hand sanitizer. Provide soap and hand sanitizer stations
- Clean common surfaces frequently, including workstations, countertops and doorknobs. Routine cleaning is sufficient
- Encourage employees to get vaccinated for seasonal flu. Review health benefits to ensure vaccinations are covered by your policy. Consider granting leave time for employees to get vaccinated.
- Visit the [CDC's influenza website](http://www.cdc.gov/flu) for more workplace prevention tips.



#### Does Your Business Have a Plan?

At no cost, [Be Ready Business](#) can come to your business and help you [develop and exercise your plans](#). In addition Be Ready Business has access to subject matter experts that can come and provide additional knowledge tailored to meet your business's specific needs.

You can reach us at [lsisam@utah.gov](mailto:lsisam@utah.gov) or <http://www.utah.gov/beready/business/>

